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MEMORANDUM FOR:

Auth: DDA MEM 27 APR 77Date: 6/3/78 By: []

1. During the past several weeks we have completed the details of the Senior Administrative Officers Conference scheduled for 29 and 30 April and 1 May. As you know, I particularly desire that you and the other Chiefs of Administration of the DD/S and DD/S Components attend. I have arranged for the Heads of the DD/S Components to lead the seminars in the various topics on the Conference Agenda.

2. The Conference will be held at [] on 29 and 30 April and 1 May. This location is particularly advantageous in that any of us can be reached by telephone at any time and, in the event of a real need, could return to our office or home in approximately one hour. In this connection, I wish to remind you that []

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3. Attached are the Conference agenda, a schedule of activities, and a few notable items of an administrative nature. The majority of Conference time will be devoted to seminars during which we will explore the objectives of some major Support programs, the methods for achieving them and consider them in perspective as administrative management problems. In order to gain as much as possible from the seminar approach, the Conference has been organized into two sections of approximately twelve conferees each. This will permit the maximum of give and take and provide greater opportunity for discussion of problems since each section will cover the same agenda but in different sequence. [] of my staff is serving as Executive Officer of the Conference. Please refer to him [] any questions you may have regarding the Conference.

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4. I hope the Conference will provide us opportunity to give thought, individually and jointly, to common problems and program objectives, but that it will be an occasion for pleasant diversion as well.

Conference attended by DTR.

L. K. WHITE
Deputy Director
(Support)

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Attachments

5/17/78-1713